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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 13 December 1960

FROM : Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 44, 6 December - 14 December 1960

1. Number in Clerical Orientation Training: During the week of 5 December - 9 December 1960, there were 20 trainees in Clerical Orientation Training.

2. Number in Clerical Induction Training: During the week of 5 December - 9 December 1960, there were 22 trainees in Clerical Induction Training; of these, 6 entered classes for the first time.

3. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 5 December - 9 December 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	12	3
Shorthand	6	0

(b) The results of the tests administered to clerical applicants for the week 5 December - 9 December 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	12	3
Shorthand	2	1

4. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to the on-the-job Agency employees on 5 December 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Shorthand	3	2

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5. Two Non-Clerical Typewriting Classes End: The two non-clerical basic typewriting classes conducted by Miss [REDACTED] since 31 October 1960 terminated on 9 December 1960. Twenty trainees completed the course. This special type of training has been offered to professional personnel four times during the calendar year of 1960.

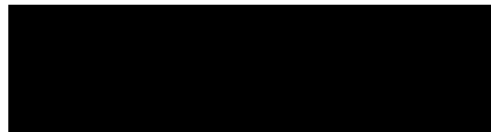
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6. Attendance at Notehand Conference: Mrs. [REDACTED] attended a meeting on Saturday, 10 December, at Strayer College. Mr. Newhouse of the Gregg Publishing Division of McGraw-Hill Book Company spoke on the personal-use shorthand system called Notehand recently developed by the Gregg specialists. Notehand seems to hold possibilities for our professional personnel, and it was for this specific purpose that Mrs. [REDACTED] attended the meeting.

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